



DEPARTMENT OF THE ARMY
REGIMENTAL NONCOMMISSIONED OFFICER ACADEMY
FORT GORDON, GEORGIA 30905-5491



REPLY TO
ATTENTION OF:

ATZH-NC

625 April 2007

MEMORANDUM FOR Regimental Noncommissioned Officer Academy (RNCOA)

SUBJECT: Commandant's Policy Letter #30 – Equal Opportunity (EO) / Sexual Harassment Complaint Procedures

1. This policy letter applies to all military and civilian personnel assigned to the RNCOA. This policy outlines the procedures for any equal opportunity or sexual harassment complaint.
2. Managers and supervisors at all levels are responsible for ensuring the fair treatment of Soldiers, Department of the Army Civilians, and family members. The RNCOA must not allow, condone, or tolerate sexual harassment or illegal discrimination based on race, color, gender, national origin, or religious preference. Additionally, for civilian employees we do not condone discrimination based on age or on physical or mental handicap. Any type of illegal behavior will not be tolerated.
3. The EO and Sexual Harassment Complaint Procedures are enclosed. The enclosure identifies methods to report discrimination or sexual harassment. The chain of command is the best avenue for addressing these matters. However, military personnel or family members may also file complaints with the EO Office, in building 25706 or with the Inspector General (IG), in building 33800. The recommended method for civilian employees to file discrimination or sexual harassment complaints is with the Equal Employment Opportunity Office, in room 210, Darling Hall. Civilian employees also have the option of filing with the IG, or, if their complaint involves military personnel, with the EO Office.
4. Military personnel, family members, and civilian employees shall be protected from reprisal or retaliation for filing complaints. No employee or Soldier may take or threaten to take an unfavorable personnel action, or to withhold or threaten to withhold a favorable action, in reprisal against any person for filing a complaint. Should a person be threatened with such an act, or should an act of reprisal occur, it must be reported to the DoD IG. If the allegation is made known to any agency authorized to receive complaints, the agency should refer the complaint to the DoD IG. The DoD Hotline number is 1-800-424-9098 or DSN 664-8799, and may be used to report threats or acts of reprisal.
5. We all share the responsibility for preventing and eradicating discrimination and sexual harassment. Whether we are military or civilian, and whether or not we are commanders or supervisors, we must not condone or ignore this illegal, offensive, and demeaning behavior. We must deal with it swiftly and fairly if it occurs, so that we foster a work environment that reflects our standards of excellence.

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Complaint Procedures

6. The point of contact for this information is john.l.murray@us.army.mil, civilian number (706)
791-2106 or DSN 780-2106, fax number is 791-6157.

encl



JOHN L. MURRAY
CSM, USA
Commandant

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EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCESS

Make an informal complaint. Report inappropriate behavior Without initiating a full investigation. This may be the most appropriate for minor infractions when the victim simply wants the behavior stopped

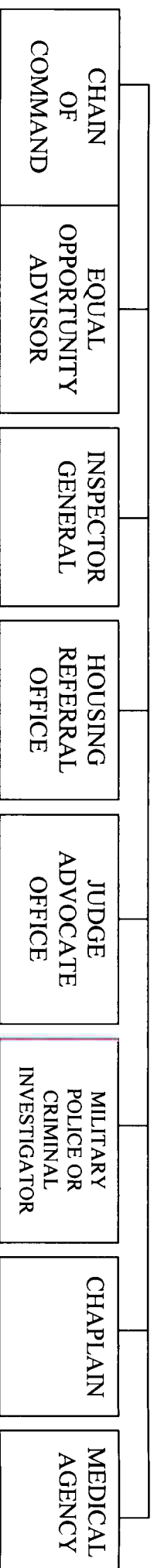
If You Are The Victim

If Behavior Persists

File a formal written complaint on a DA Form 7279-R with any of the following agencies. Complaints must be filed within 60 days of the incident. Complaints made after the 60 days may be pursued at the commander's discretion

Call the Equal Opportunity Hot Line at your installation to clarify whether an incident of behavior qualifies as sexual harassment or discrimination

(706) 791-3600



3 days

Complaints, except those filed with the I.G., must be acted upon within three calendar days. Complaints filed with an agency against a member of the Chain of Command will be referred to the next higher commander in the chain. All formal complaints will be reported to the first General Courts-martial Convening Authority (GCMCA) in the Chain of Command. Provide a progress report to the GCMCA authority 20 after the date on which the investigation commenced and 14 days thereafter until completion.

14 days

The commander or the investigating officer appointed by the commander has 14 calendar days to investigate the allegations. The commander will meet with the victim and the subject(s) to discuss the outcome and results. A 30 day extension may be granted from the next higher commander if circumstances require it. Further extensions can be approved only by the first General Officer in the Chain of Command. Complainants must be notified of extensions.

7 days

The complainant and/or subject(s) of the complaint have seven calendar days to appeal to the next higher commander if he or she is dissatisfied with the investigation results or actions taken. That commander has 14 days to act on the appeal and provide written feedback on the results. Final decisions on complaints/appeals not resolved at brigade level rest with the GCMCA.

30-45 days

30-45 days after final decision of the formal complaint (substantiated and unsubstantiated), an assessment is conducted by the Equal Opportunity Advisor to determine the effectiveness of any corrective actions taken and to detect and defer any incidents of reprisal. Reports and recommendations are submitted to the Commander on a DA Form 7279-1-R NLT 45 days following final decisions made on complaints.